Great Salt Lake Photo courtesy Utah Office of Tourism (Frank Jensen)

FINELINE

MAY 2008

www.finance.utah.gov

A Utah Department of Administrative Services, Division of Finance monthly communication service

Payroll: Moving to Paperless

For over a year now, the Division of Finance has been talking about our goal of moving payroll to a more paperless environment. Our objectives in this effort were to create a more efficient and environmentally friendly process and to improve our emergency planning efforts. We had specific goals to eliminate, as much as possible, paper pay checks and paper direct deposit pay statements.

We are pleased to announce that most of the work to create the paperless environment has been done. Below is a recap of some of the recent significant happenings in this area.

Direct Deposits/EPPICard: With DHRM's assistance, all new hires after August 1, 2007, are required to receive their pay via direct deposit or an EPPICard (MasterCard Debit Card). Since March, the Division of Finance has been systematically notifying groups of employees hired before August 2007 and requiring them to sign up for direct deposit or receive the EPPICard. These efforts to date have reduced the number of paper pay checks from approximately 3,000 per pay period last year to under 1,000 paper pay checks last pay period.

New Online Pay Statement: The Payroll team has worked hard to improve the layout of the online pay statement. Limitations of the current SAP system do not allow us to provide an online pay statement that is identical to the current printed double-sided version. The latest version of the online pay statement went into production on May 9th, and we believe it is now a reasonable alternative to the current paper pay statement. We invite employees with access to the employee self-service system (ESS) to check out the new online pay statement. In ESS, just click on Employee Self Service, then My Information, then View Pay Statement and select the check date of the statement you want to view.

Printing at the Agency Level: Since the end of February, those with proper SAP security have had the ability to print the online version of pay statements for individuals or groups of employees at the agency level. This new functionality provides agencies the ability to print pay statements for employees without access to ESS.

Agency Election to Turn Off Pay Statements: As of May 8th, Payroll coordinators now have the ability to stop the central printing of the paper pay statements. Before doing so, agency management and coordinators should ensure that affected employees are notified and have access to ESS where they can view/print their own pay statements. If an agency chooses to stop the central print process for employees who do not have access to ESS, the pay statement must be printed locally and distributed by their agency payroll staff.

We are excited about these new developments and encourage agencies to consider and choose how paperless they want to be.

Help Desk FAQs

by Ken Roner

Q. Sometimes I need to take a credit against a contract payment. I have learned how to do them on PRC's but it is not working since the new upgrade. Can we still take credits on the PRC's?

A. Yes you can. You just need to do it differently now. Instead of starting at the commodity line like you used to, you need to start at the vendor line.

What to do?

If you have created a PRC directly from the contract (not using a DO) and you want to take a credit (or just add a non-contract payment line), you need to add a second vendor line using the same vendor code. This is because the vendor line references the MA directly. This vendor line should not reference the contract. You then need to attach the associated commodity and accounting line. You do need to remember to not mark the single check flag on either vendor line or the credit won't process and you will make the full payment to the vendor.

If you are comfortable with the way you did it before the upgrade, you can still do that as long as you enter a DO first. It will allow you to start at the commodity line to take the credit like you are used to.

Rate Changes for FY 2009

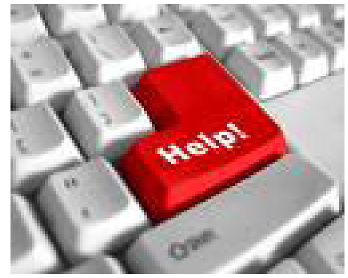
GOOD NEWS! The meal and lodging per diem rates are going up. The new rates will be effective July 1, 2008 subject to clearing the Administrative Rules process. The breakfast per diem rate will increase from $8.00 to $9.00 for in-state travel and group gatherings. The lunch per diem for out-of-state travel will increase from $13.00 to $14.00 and dinner per diem will increase from $20.00 to $21.00. The daily total for premium cities will raise from $57.00 to $59.00 a day.

GOOD NEWS ON THE ROAD! The reimbursements related to private vehicle usage and related mileage reimbursement rates will also change effective July 1, 2008 pending the Administrative Rules process. The personal vehicle mileage rate will increase to 50.5¢ per mile when a state vehicle is not available. The mileage rate when a state car is available is not changing. The mileage rate for personal motorcycle use will increase from 16¢ to 20¢ per mile and the rate for private airplane use will increase from 50¢ to 75¢ per mile.

New Hotel Room Rates* Effective July 1, 2008	
Altamont	$70.00 plus tax
Boulder	$70.00 plus tax
Bryce	$70.00 plus tax
Green River	$70.00 plus tax
Kanab	$75.00 plus tax
Layton	$70.00 plus tax
Logan	$75.00 plus tax
Mexican Hat	$70.00 plus tax
Moab	$80.00 plus tax
Ogden	$70.00 plus tax
Panguitch	$70.00 plus tax
Park City	$90.00 plus tax
Heber City/Midway	$90.00 plus tax
Price	$70.00 plus tax
Provo/Orem/Springville/Lehi	$75.00 plus tax
Metropolitan Salt Lake City (Draper to Centerville), Tooele	$90.00 plus tax
St. George/ Washington/Springdale	$70.00 plus tax
Vernal/Roosevelt	$90.00 plus tax
All Other Utah Cities	$65.00 plus tax

** Maximum allowable rates. See our website for hotels that accept these rates. Call the Travel Office if rooms are not available within the maximum rates.*

A Little Extra Help



While working with Ken at the FINET Help desk, we have identified some areas where a little extra explanation would be useful. We have updated the Post-Release Notes section of FINET Help to include these items and thought it would be helpful to review them in this month's newsletter. Of course if you have already studied them in the FINET Help you can skip down to the bottom of the page.

Setting up a vendor

- The VCC address type was Procurement line it is now named Ordering line
- The EFT Format field must be blank in the Prenote/EFT section of the Ordering address line. If you create the payment address line first and then copy the line and change it to Ordering, FINET will insert PPD in the EFT Format field. You can avoid this problem by creating the Ordering line first and then copy the line and change it to Payment.

Creating a DO or PRC from the URSRCHMA table

- When selecting the desired MA (contract) select the *Select Lines* link. In the previous version it was named *Create Delivery Order*.

Entering the cost in a DO commodity line

- When entering the price for an Item or Discount commodity type enter the amount in the *List Price* field not the *Unit Price* field.

Recording a credit memo (negative entry) in a PRC referencing a MA

- The process for recording a credit memo on a PRC is different when the PRC references the MA directly than it is when you reference a DO. If you need to record a credit memo on the PRC that directly references an MA, you must create a new vendor line and include commodity and accounting lines that do not reference the MA. It must be a new vendor line. It will not work with just a new commodity line. If you want to do it the same as usual you can create a DO and then reference the DO instead of referencing the MA directly.

Logging into FINET

- If you get a white screen instead of the FINET login screen clear your cache.

FINET Practice class

The weekly FINET Practice class held each Friday from 9:00 a.m. to noon will end after May's classes. The last day will be May 23. We will use the next few weeks to update our training region for fiscal year 2009 exercises. You only have a few more weeks to join us and practice FINET transactions in an environment where it won't matter if you make mistakes.

Selected Fiscal Year-End Dates

May 14	Agencies may begin to enter FY 2009 purchase orders into FINET.
May 29	ELCID is closed and copied to Coding Block Change Table (CBCT). ELCID remains closed until July 1 to agency personnel. Throughout June, any FY08 changes must be submitted to Marci Soper in FINET Operations.
May 30	Agencies begin making their FY09 changes to CBCT.
May 30	**Last day that you can leave accounting period and fiscal year blank on ALL documents. This is earlier than last year, due to system changes. After this date FINET will be required to enter a valid Accounting Period and Fiscal Year 08 or 09 on ALL FINET transactions (through August 29th).**
June 11	Agencies can run the open purchase order report A640 in the Data Warehouse. **Please note that this report will no longer be handed out at the B&A Officers meeting.**
June 11	Agencies review REs in FINET for accuracy. Write off uncollectible receivables, correct or remove invalid receivables, and update allowances for doubtful accounts in FINET (prior to close out on August 15).
June 13	CBCT closed and changes given to Payroll.
June 19	**Budget and Accounting Officers Meeting held at the State Office Building Auditorium.**
June 28	NEW year salary and benefit rate changes go into effect. Changes will be reflected on the July 25 paycheck.
June 30	Update Resource Control Access Facility (RACF) security log on ID records for changes in ELCID codes. If this is not completed then you will not have access to run your mainframe jobs.
June 30	Cash receipt cutoff. Cash received or electronic payments processed on or before this date are OLD year cash receipts. After this date, enter cash receipts in FINET on a NEW year CR document with budget FY 09 and accounting period 01.
June 30	CBCT is copied to ELCID for DTS and FY09 processing.
July 1	ELCID is reopened in FY09 for agency entry.
July 1	All NEW Year activity is entered in FINET.
July 1	First day you can enter yearend JVYE accrual entries.
July 3	Last day to post OLD year FINET documents for June reports.
July 7	FINET June month-end reports AM31 and AM65 available on the Division of Finance's webpage.
July 11	Single Audit Summary Schedule of Prior Audit Findings due back.
July 11	Cutoff for July OLD #1 FINET month-end reports.
July 14	July OLD #1 month-end reports AM31 and AM65 available on the Division of Finance's

webpage.

July 18	Lease information due back to the State Fixed Asset Accountant. June OLD year fixed asset reconciliations due to State Fixed Asset Accountant.
July 25	OLD year cash recording cutoff. For adjustments after this date, please contact Cindy Robinson at 538-3126.
July 25	OLD year check cancellation cutoff.
July 25	Last day to process all OLD year petty cash reimbursements.
July 25	Cutoff for July OLD #2 FINET month-end reports.
July 25	Process all OLD year internal transactions (ITI/ITA) by this date (after this date, seller agency must notify buyer agency's main budget officer).
July 28	Division of Finance distributes Closing Schedule #1 (includes non-budgeted line items).
July 28	July OLD #2 month-end reports AM31 and AM65 available on the Division of Finance's webpage.
Aug 1	RECOMMENDED last day to make ANY OLD Year Payments in FINET (POs, PDs, DOs, and GAEs. Old YEAR payments cannot be made after August 15.
Aug. 4	Final calculation of dedicated credits lapsing amounts.
Aug. 5	Division of Finance distributes Closing Schedule #2 (includes non-budgeted line items).
Aug. 8	July NEW Year month-end
Aug. 11	July NEW FINET reports available on Data Warehouse.
Aug. 15	Agency Closing Schedules are due back to Gene Baird at the Division of Finance.
Aug 15	Cutoff for July Old #3 FINET month-end reports.
Aug 18	July OLD #3 month-end reports AM31 and AM65 available on the Division of Finance's webpage.

TRAINERS CORNER

May FINET Classes

Payables
5/14 1 pm – 5 pm

Fixed Assets
5/15 8 am – noon

Purchase Orders
5/15 1 pm – 5 pm

Cash Receipts
5/20 8 am – noon

Internal Transactions
5/20 1 pm – 5 pm

Inventory
5/21 8 am – 5 pm

Receivables
5/22 8 am – noon

FINET Practice Sessions will run every Friday from 9 am to noon, until May 23rd.

TO REGISTER FOR ANY OF THESE COURSES:

Link to: http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm. Course descriptions are available from the Finance Home Page at http://www.finance.utah.gov. Click on the Training button.